

DEPARTMENT OF STATE
Office of Personnel

PERSONNEL TRAINING COURSE

August 12, 1963 - Monday

Location

9:00 - 9:30	REGISTRATION AND INTRODUCTIONS Miss Margarite Tanck, Training & Development Officer, PER:PMS, Course Chairman	12B64B New State
9:30 - 10:30	A PERSPECTIVE OF PERSONNEL MANAGEMENT Mr. Bernard Rosen, Acting Director, Office of Personnel	"
11:00 - 12:00	THE PERSONNEL MANAGER - AN IMAGE Mr. George Barraclough, Member of the Faculty, Foreign Service Institute	"
2:00 - 3:15	THE VALUE OF LISTENING Mr. William J. Elsen, Training Program Development Officer, AID	"
3:45 - 5:00	ATTITUDES AND THEIR CONSEQUENCES Mr. Russell W. McBride, Director, Intern Programs, Civil Service Commission	"

August 13, 1963 - Tuesday

9:00 - 12:00	COUNSELING TECHNIQUES Colonel R. W. Sylvester, Director of Administration, Personnel and Training, Supply & Maintenance Command, U. S. Army	"
2:00 - 5:00	FUNDAMENTALS OF EFFECTIVE WRITING Miss Kay Pearson, Management Analyst, Programs Promotion Branch, Office of Records Management, General Services Administration	"

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August 14, 1963 - Wednesday

9:00 - 10:15	THE DIPLOMATIC MISSION Ambassador Philip W. Bonsal, Office of the Inspector General	"
10:45 - 12:00	CONSOLIDATED ADMINISTRATIVE MANAGEMENT ORGANIZATION Mr. Orkun V. Powell, CAMO Coordinator, State	"
✓ 2:00 - 5:00	THE CENTRAL INTELLIGENCE AGENCY [REDACTED] Briefing Officer, CIA	"

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August 15, Thursday

		<u>Location</u>
9:00 - 10:15	CAREER DEVELOPMENT Mr. Don C. Leidel, Employee Development Officer, PER:CDG	12B64B New State
10:45 - 12:00	PERFORMANCE EVALUATION Mr. Norman Grady, Assistant Chief, PER:POD:PE	"
2:00 - 5:00	PERSONNEL SERVICES Mr. Howard Chaille, Chief, PER:PSD, and Staff Members	"

August 16, 1963 - Friday

9:00 - 12:00	ALLOWANCES AND DIFFERENTIALS Mr. Joseph Lethco, Chief, Allowances Branch, PER:COMP	"
2:00 - 5:00	WORKSHOP	

August 19, 1963 - Monday

9:00 - 9:30	REVIEW AND DISCUSSION Course Chairman	"
9:30 - 12:00	ADMINISTRATION OF POST LANGUAGE PROGRAM Dr. Fritz Frauchiger, School of Language and Area Studies, Foreign Service Institute	"
2:00 - 5:00	LEAVE AND RETIREMENT Miss E. Kathryn Mallow, Leave & Retirement Officer, PER:PSD (Miss Mary Missakian, Acting)	"

August 20, 1963 - Tuesday

9:00 - 12:00	ADMINISTRATION OF THE MEDICAL PROGRAM Dr. George Mishtowt, Assistant Medical Director, PER:MED, and Staff Members	"
2:00 - 3:15	THE MARINE GUARD PROGRAM Mr. Martin K. Dalton, Security Officer, SY/FO	"
3:45 - 5:00	THE JUNIOR OFFICER PROGRAM Mr. Nicholas Feld, Branch Chief, PER:JOP	"

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August 21, 1963 - Wednesday

		<u>Location</u>
9:00 - 12:00	PRINCIPLES OF POSITION CLASSIFICATION Mr. Simon Uhrman, Chief, Program & Policy Section, PER:COMP	12B64B New State
2:00 - 5:00	WORKSHOP	

August 22, 1963 - Thursday

9:00 - 12:00	ATTENDANCE AT PANEL "B" MEETING	"
		As Designated
2:00 - 5:00	DISCUSSION AND WORKSHOP Course Chairman	12B64B New State

August 23, 1963 - Friday

9:00 - 12:00	ADMINISTRATION OF THE LOCAL EMPLOYEE PROGRAM Miss Virginia Cullen, Placement Officer, PER:POD:NEA	"
2:00 - 5:00	PRINCIPLES OF CONDUCTING WAGE SURVEYS Mr. Perry N. Vexler, Survey Branch, Army/AF Wage Board, Department of Defense	"

August 26, 1963 - Monday

9:00 - 12:00	EVALUATION AND COMPUTATION OF WAGE DATA Mrs. Irene Brittingham, Salary and Wage Specialist, PER:COMP	"
2:00 - 5:00	WORKSHOP	

August 27, 1963 - Tuesday

9:00 - 12:00	CLASSIFICATION OF LOCAL EMPLOYEE POSITIONS Mrs. Ruth Lovell, Personnel Officer, PER:POD:FST	"
2:00 - 5:00	WORKSHOP	

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August 28, 1963 - Wednesday

		<u>Location</u>
9:00 - 10:15	EMPLOYEE COMPENSATION ACT Mr. Wilfred Harren, Central Office, Bureau of Employees Compensation	12B64B
10:45 - 12:00	IMMIGRANT STATUS FOR LOCAL EMPLOYEES Mr. Fred J. Mann, Assistant Chief, Eligibility and Classifications Branch, Visa Office	"
2:00 - 3:15	THE AGRICULTURE ATTACHE PROGRAM Mrs. Pauline Moore, Deputy Director, Personnel Division, Foreign Agriculture Service	"
3:45 - 5:00	SERVICING THE PEACE CORPS OVERSEAS Miss Anne L. Powell, Personnel Management Specialist, The Peace Corps	"

August 29, 1963 - Thursday

9:00 - 10:15	REGIONAL FINANCE CENTER OPERATIONS Mrs. Betty Cain, Field Assistance Officer, OF/FO	"
10:45 - 12:00	TRAVEL MANAGEMENT Mr. Donald Mansfield, Traffic Manager, Transporta- tion Management Branch, ST/TM	"
2:00 - 5:00	SPECIAL BRIEFING Mr. Peter Szluk, Special Assistant to the Chief, PER:POD	"

August 30, 1963 - Friday

9:00 - 12:00	INDIVIDUAL CONSULTATIONS IN PER/COMP (Report to Mr. Joseph Lethco)	Room 805 SA-5
2:00 - 5:00	REQUIRED READING AND WORKSHOP Course Chairman	12B64B New State

September 2, 1963 - Monday

H O L I D A Y

September 3, 1963 - Tuesday

		<u>Location</u>
9:00 - 9:30	REVIEW AND DISCUSSION Course Chairman	12B64B New State
9:30 - 12:00	EFFECTIVE COMMUNICATIONS Mr. O. F. Peterson, Member of the Faculty, Department of Agriculture Graduate School	"
2:00 - 5:00	THE ROLE OF THE SUPERVISOR Mr. Leslie This, Employee Development Officer, Agricultural Research Section, Department of Agriculture	"

September 4, 1963 - Wednesday

9:00 - 5:00	INDIVIDUAL CONSULTATIONS IN REGIONAL BUREAUS Post Management Officers and Classification Specialists	As Designated
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September 5, 1963 - Thursday

9:00 - 10:15	ETHICAL CONSIDERATIONS FOR THE PERSONNEL OFFICER Mr. Amos N. Latham, Jr., Director of Personnel, Treasury Department	12B64B New State
10:45 - 12:00	THE FUTURE OF PERSONNEL MANAGEMENT Mr. Nicholas J. Oganovic, Deputy Executive Director, Civil Service Commission	"
2:00 - 5:00	INDIVIDUAL CONSULTATIONS IN PER/POD	As Designated

September 6, 1963 - Friday

9:00 - 10:15	TOWARDS MORE EFFECTIVE PERSONNEL MANAGEMENT Mr. Robert Marr, Executive Officer, Office of the Inspector General	12B64B New State
10:45 - 12:00	DISCUSSION AND CRITIQUE Course Chairman	"
12:30 - 2:30	GROUP LUNCHEON	
3:00 - 5:00	INDIVIDUAL CONSULTATIONS	As Designated